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25 YEAR RE-REVIEW

30 July 1953

MEMORANDUM FOR: Deputy Director of Training (General)

FROM : Chief, Plans & Policy Staff

SUBJECT : Weekly Activities Report -- Period -- 24-30 July 1953

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1. Project 52-19, Revision of CIA Regulation [redacted] advises that informal coordination of this regulation with I and SO should be completed this week. Regulation will then be coordinated with [redacted] and with the DD/P Training Committee before transmission to front office for final approval.
2. Project 52-37, Collection Manual. [redacted] of OO/C visited S/PP on 23 July and spent about an hour and a half examining material prepared thus far and borrowed a 24-page section for further study. He stated a desire to get several copies of the finished manual for in-service training purposes in OO, especially of operational personnel. Writing continues, but very intermittently.
3. Project 51-10, Intermediate Intelligence Course. Memo dispatched on 22 July to each of the DDI training officers transmitting the ITD appraisals of Scientific Intelligence Course. This information was provided in order to assist the DDI training officers in determining requirements for similar specialized intermediate level intelligence courses to meet specialized needs of their respective offices. In addition, Training Liaison Officers were asked to establish requirements for enrollment in the next offering of the Scientific Intelligence Course which is scheduled for late September or early October.
4. Project 52-51, Registrar Reporting. This project, dormant since 8 January 1953, has been revived as a result of recent informal requests by D/TR(G) for suggestions concerning the preparation of more informative weekly reports of training enrollments. With a view to both this objective and the feasibility of producing such a report, a rough outline was prepared and informally presented to D/TR(G). At his request, this was used as a basis for conference with the Registrar on 29 July. A memorandum for the record is being prepared.

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[REDACTED]

- 25X1 5. Project 53-6, CIA Regulation on Management Training. Draft of regulation on Management Training in process in coordination with [REDACTED]
6. Project 53-13, Glossary of Intelligence Terminology. Memorandum from D/TR to chairman, DD/P Training Committee has been completed, signed, and sent. It officially conveys twenty copies each of the First Tentative Edition of the Glossary, a sample memorandum for proposing improvements, and a foreword suitable for an Agency Handbook. All this is in the interest of getting the Committee's reaction to general dissemination.
- 25X1 7. Project 53-25, 1954 Budget. Budget narrative for TR(G) completed, approved by D/TR and DD/TR(G). Original and five copies transmitted to [REDACTED] for inclusion in OTR budget statement, 25 July.
- 25X1 8. Project 52-68, Active Duty Mobilization Training of G-2 Designees with CIA (Transferred to SS/OTR). On 3 August 1953 [REDACTED] USAR, is scheduled to report to the Agency for a fifteen-day active duty tour. Arrangements have been made for him to attend the CIA Orientation Course beginning 4 August, the CIA Indoctrination Course on the afternoon of 6 August, and a duty assignment for the remaining period of his tour in [REDACTED]
- STATSPEC 25X1 [REDACTED] holds the civilian position of GS11 in the eastern branch, [REDACTED] of the Current Intelligence Division, G2 Section of the Department of Army General Staff.
- 25X1 9. Project 53-35, Career Development Slots. At a meeting conducted by the Executive Secretary of the CIA Career Service Board on 28 July, it was learned that the Director of Central Intelligence has approved recommendations of the CIA Career Service Board to establish fifty Career Development Slots for the purpose of permitting individual offices to fill vacancies created by Career Development actions such as training and duty rotation assignments of six months duration or longer. The Office of the Comptroller was requested to develop a set fiscal plan in order that adequate .01 funds could be systematically budgeted in order that the Career Development Slot Policy could be put into effect. It is understood that the Comptroller is recommending that all fifty slots be administered by the Office of Training. The CIA Career Service Board would in each case authorize the encumbrance of such a slot upon stated evidence that such encumbrance was consistent with the Career Development Program of the Agency. Action is being taken concurrently to provide for the allotment of three Career Development Slots so that representatives of ORR, OCI, and OSI can participate in Training Project [REDACTED]. A memorandum is being prepared for the signature of the Director of Training supporting requests of these individual offices for the allotment of such Slots.

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10. Project 53-38, Jackson Committee Report. The subject of the report reviewed and note was made of all training recommendations. [redacted] of the PM Staff advised that it was [redacted] view that the PM Staff should make specific recommendations for putting the training recommendations into effect, and that [redacted] was preparing a staff study on this subject which would be coordinated with OTR prior to transmittal to DD/P.

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11. Project 53-39, TR(S) and TR(G) Course Content. Revision of TR(G) section of catalogue of courses offered by OTR (for transmission to the field) approved by D/TR and DD/TR(G) and transmitted to [redacted], 28 July.

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12. Project 53-42, O/TR Publication Committee. On 24 July, [redacted] and [redacted] met with a group convened in the office of Chief, TAB, on the initiative of D/TR(G). Many types of publications produced in O/TR were examined, and several categories were tentatively recognized. Upon receiving a copy of Chief TAB's report of the meeting, [redacted] drafted and presented to him a restatement of the categories defined in the report. Samples of all material prepared in ITD were procured by S/PP. Subsequently, D/TR established an O/TR Publications Committee and named [redacted] as one of its members.

13. Project 53-43, I G Inspection of OTR. S/PP has prepared an outline of materials for OTR presentation to the IG prior to the conduct of his inspection. S/PP now in process of obtaining and compiling such materials, and in drafting statements to give continuity to the OTR presentation.

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